DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3303C- 13 (Rev. 12-

RECORD OF PERFORMANCE QUALIFICATIONS

ELECTRONICS TECHNICIAN

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prio	to	commencemen	it of	ADT,	the	member's	Reserve	Unit	shall	indicate,	by	circling	in	red,	those
qual	ificat	ions which car	not b	e comp	oletec	during ina	active dut	y and	should	d be comp	letec	l on ADT			

RATING	ABBREVIATION
ELECTRONICS TECHNICIAN	ET
DATE COMPLETED ALL PERFORMANCE QUALIFIACTIONS FOR RATE LEVEL	
E-4 E-5	E-6
E-7 E-8	E-9
NAME (Last, First, Middle Initial)	SOCIAL SECURITY
	NUMBER

CG-3303C- 13 (Rev. 12-94) 12-96 SIGNATURE OF SUPERVISOR INITIALS RATE DATE NAME/SIGNATURE UNIT REMARKS

RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
1. ELECTRONICS TECHNICIAN THIRD CLASS (ET3)		
A. POWER SOURCES AND GROUND SYSTEMS		
4.01 MAINTAIN batteries per the Electronics Manual, COMDTINST M10550.25 and the manufacturer's instructions.		
4.02 MAINTAIN regulated power supplies per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
4.03 MAINTAIN signal reference and fault protection subsystems per the Electronics Manual, COMDTINST M10550.25.		
B. COMMUNICATIONS SYSTEMS		
4.01 MAINTAIN communications transmitting equipment per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
4.02 MAINTAIN communications receiving equipment per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
4.03 MAINTAIN whip antenna systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
4.04 MAINTAIN secure communications systems per the Electronics Manual, COMDTINST M10550.25, the equipment technical manual and applicable Limited Maintenance Manuals		
4.05 MAINTAIN loudhailers and public address systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
C. TACTICAL SYSTEMS		
4.01 MAINTAIN radar systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
4.02 MAINTAIN direction finding equipment per the Electronics Manual, COMDTINST M10550.25 and the equipment.		
D. NAVIGATION SYSTEMS		
4.01 MAINTAIN positioning receivers per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
4.02 MAINTAIN depth finders per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
E. MAINTENANCE MANAGEMENT		
4.01 WITHDRAW parts and modules from ERPAL per the Electronics Manual, COMDTINST M10550.25.		
4.02 OBTAIN work assignments from the CMPlus data base per the CMPlus User's Guide.		
4.03 RECORD maintenance actions into the CMPlus data base per the CMPlus User's Guide.		

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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
F. PERFORMANCE AND TRAINING		
NONE FOR THIS PAY GRADE		
G. SPECIAL AND EMERGENCY PROCEDURES		
4.01 DEMONSTRATE the procedure for rescuing an electric shock victim from an energized circuit per the Electronics Manual, COMDTINST ${\tt M10550.25}$.		
4.02 DEMONSTRATE the procedure for performing Cardio-Pulmonary Resuscitation per the Healthcare Provider's Handbook for Basic life Support, American Heart Association, ISBN 0-87493-602-0.		
4.03 DEMONSTRATE the procedures for extinguishing electrical fires per the Electronics Manual, COMDTINST M10550.25.		
4.04 DEMONSTRATE the procedures for working aloft per the Electronics Manual, COMDTINST M10550.25.		
4.05 DEMONSTRATE the procedures for climbing towers per the Electronics Manual, COMDTINST M10550.25.		
4.06 DEMONSTRATE the procedures for handling, storing and disposing of hazardous materials per the Electronics Manual, COMDTINST M10550.25 and Hazard Communication of Workplace Materials, COMDTINST 6260.21.		
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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
2. ELECTRONICS TECHNICIAN SECOND CLASS (ET2)		
A. POWER SOURCES AND GROUND SYSTEMS		
5.01 MAINTAIN fault protection, lightning protection and signal reference ground subsystems per the Electronics Manual, COMDTINST M10550.25		
5.02 MAINTAIN uninterruptable power sources (UPS) per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
B. COMMUNICATIONS SYSTEMS		
5.01 MAINTAIN medium and high frequency (MF/HF) transmitting and receiving systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
5.02 MAINTAIN secure data communications systems per the Electronics Manual, COMDTINST M10550.25, the equipment technical manual and applicable Limited Maintenance Manuals.		
5.03 MAINTAIN local area networks per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
5.04 MAINTAIN shore-based MF/HF antenna systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
5.05 MAINTAIN shore-based station interior wiring and telephone instruments per the National Electric Code, NFPA 70, and Station Installation and Maintenance, ABC Teletraining Volume 2.		
C. TACTICAL SYSTEMS		
5.01 MAINTAIN surface search radar systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual. (DELETE AFTER CY98)		
5.02 MAINTAIN Identification Friend or Foe (IFF) transponders per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
5.03 MAINTAIN synchro and servo systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
D. NAVIGATION SYSTEMS		
NONE FOR THIS PAY GRADE		
E. MAINTENACE MANAGEMENT		
5.01 UPDATE antenna plot plans and unit grounding plans per the Civil Engineering Manual, COMDTINST M11000.1.		
5.02 DEMONSTRATE the procedures for reporting equipment casualties per Operational Reports, NWP 10-1-10, Casualty Reporting Procedures (Material), COMDTINST M3501.3, and Status of Resources and Training System (SORTS) for Coast Guard Units, COMDTINST M3501.2.		
5.03 INVENTORY the ERPAL system per the Electronics Manual, COMDTINST M10550.25		

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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
5.04 PROCURE spare parts, modules and maintenance supplies per the Small Purchase Handbook, COMDTINST M4200.13, the Supply Policy and Procedures Manual, COMDTINST M4400.19, E/GICP Appropriation Purchase Account (APA) Repairable Electronics Program, E/GICPINST 4408.1 (series), and the CMPlus User's Guide.		
5.05 VALIDATE The Electronics Installation Record (EIR) per the Electronics Manual, COMDTINST M10550.25 and the CMPlus User's Guide.		
5.06 DEMONSTRATE the procedures for submitting nontechnical feedback reports (FBR) per the Electronics Manual, COMDTINST M10550.25.		
5.07 PERFORM the following tasks on the Coast Guard Standard Workstation (CGSW) per applicable user documentation.		
 a. SEND electronic mail (e-mail) b. RECEIVE e-mail. c. INITIALIZE a floppy disk. d. COPY files from a hard disk to a floppy disk. e. BOOT, BACKUP and RESTORE communications applications and files. 		
5.08 MAINTAIN electronics department technical library.		
F. PERFORMANCE AND TRAINING		
5.01 INSTRUCT electronics personnel in operating General Purpose Electronics Test Equipment (GPETE) per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
5.02 INSTRUCT electronics personnel in the major signal flow of assigned electronic systems per the Electronics Manual, COMDTINST M10550.25.		
G. SPECIAL AND EMERGENCY PROCEDURES		
NONE FOR THIS PAY GRADE		
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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
3. ELECTRONICS TECHNICIAN FIRST CLASS (ET1)	INII	DATE
A DOMED COURGES AND CROUND SYSTEMS		
A. POWER SOURCES AND GROUND SYSTEMS		
6.01 MAINTAIN shore facility ground systems per the Electronics Manual, COMDTINST M10550.25.		
6.02 INSTALL and MAINTAIN transient suppression devices per the Electronics Manual, COMDTINST M10550.25 and the manufacturer's instructions.		
B. COMMUNICATIONS SYSTEMS		
6.01 MAINTAIN shipboard Very High and Ultra High Frequency (VHF/UHF) voice communications systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
6.02 MAINTAIN military satellite communications systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
6.03 MAINTAIN shipboard MF/HF antenna systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
C. TACTICAL SYSTEMS		
6.01 MAINTAIN fiber optic local area networks per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
6.02 MAINTAIN tactical computer systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
D. NAVIGATION SYSTEMS		
NONE FOR THIS PAY GRADE		
E. MAINTENANCE MANAGEMENT		
6.01 PREPARE work schedules for subordinates in CMPlus per the CMPlus User's Guide.		
6.02 MAINTAIN unit's Coast Guard Planned Maintenance System (CGPMS) per the Electronics Manual, COMDTINST M10550.25.		
6.03 MAINTAIN Navy PMS and configuration reports per the Afloat Supply Procedures Manual, COMDTINST M4400.17, Ship's Maintenance and Material Management (3M) Manual, OPNAVINST 4790.4 (series), and the CMPlus User's Guide.		
6.04 DEMONSTRATE the procedures for revising the ERPAL per the Electronics Manual, COMDTINST M10550.25.		
6.05 SUBMIT and TRACK maintenance projects using the Current Ship's Maintenance Program (CSMP) per the Naval Engineering Manual, COMDTINST M9000.6 and the CMPlus User's Guide, or Shore Station Maintenance Record (SSMR) per the Civil Engineering Manual, COMDTINST M11000.1 and the Electronics Manual, COMDTINST M10550.25.		
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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
6.06 SCHEDULE unit test equipment for calibration per the Electronics Manual, COMDTINST M10550.25 and the CMPlus User's Guide.		
F. PERFORMANCE AND TRAINING		
6.01 PREPARE departmental training schedule per the Electronics Manual, COMDTINST M10550.25.		
6.02 INSTRUCT appropriate personnel in operating and maintaining assigned electronic systems per the Electronics Manual, COMDTINST M10550.25 and the equipment technical manual.		
G. SPECIAL AND EMERGENCY PROCEDURES		
6.01 DEMONSTRATE the procedures for rescuing a person from aloft per the Electronics Manual, COMDTINST M10550.25.		
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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
4. CHIEF ELECTRONICS TECHNICIAN (ETC)		
A. POWER SOURCES AND GROUND SYSTEMS		
7.01 INSPECT facility ground systems per the Electronics Manual, COMDTINST M10550.25.		
B. COMMUNICATIONS SYSTEMS		
NONE FOR THIS PAY GRADE		
C. TACTICAL SYSTEMS		
NONE FOR THIS PAY GRADE		
D. NAVIGATION SYSTEMS		
NONE FOR THIS PAY GRADE		
E. MAINTENANCE MANAGEMENT		
7.01 UPDATE an Electronics Doctrine per the Electronics Manual, COMDTINST M10550.25.		
7.02 INSPECT the safety conditions of all department areas of responsibility per the Electronics Manual, COMDTINST M10550.25.		
7.03 EVALUATE the technical compliance of all assigned electronics systems per the Electronics Manual, COMDTINST M10550.25.		
7.04 MAINTAIN all electronics drawings per the Electronics Manual, COMDTINST M10550.25.		
7.05 DEMONSTRATE the procedures for preparing a technical feedback report per the Electronics Manual, COMDTINST M10550.25.		
7.06 DEVELOP a department hazardous materials management plan per the Electronics Manual, COMDTINST M10550.25.		
F. PERFORMANCE AND TRAINING		
7.01 PREPARE annual training plans per the Electronics Manual, COMDTINST M10550.25.		
7.02 SUBMIT recommended changes to the Electronics Manual per the Electronics Manual, COMDTINST M10550.25.		
7.03 INSTRUCT electronics personnel in Coast Guard electronics administration, supply and maintenance procedures per the Electronics Manual, COMDTINST M10550.25.		
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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
5. SENIOR CHIEF ELECTRONICS TECHNICIAN (ETCS)		
A. POWER SOURCES AND GROUND SYSTEMS		
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B. COMMUNICATIONS SYSTEMS		
NONE FOR THIS PAY GRADE		
C. TACTICAL SYSTEMS		
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D. NAVIGATION SYSTEMS		
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E MAINTENANCE MANAGEMENT		
E. MAINTENANCE MANAGEMENT		
NONE FOR THIS PAY GRADE		
F. PERFORMANCE AND TRAINING		
8.01 SUBMIT recommended changes to Electronics Technician Advancement Qualifications (QUALS), in writing, to the rating manager per the Enlisted Qualifications Manual, COMDTINST M1414.8.		
8.02 SUBMIT recommended changes to the electronics manual per the Electronics Manual, COMDTINST M10550.25.		
G. SPECIAL AND EMERGENCY PROCEDURES		
NONE FOR THIS PAY GRADE		
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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
6. SENIOR CHIEF ELECTRONICS TECHNICIAN (ETCS)		
W. DOVID GOVIDADO AND GROUND GVOTENIA		
H. POWER SOURCES AND GROUND SYSTEMS		
NONE FOR THIS PAY GRADE		
I. COMMUNICATIONS SYSTEMS		
NONE FOR THIS PAY GRADE		
J. TACTICAL SYSTEMS		
NONE FOR THIS PAY GRADE		
K. NAVIGATION SYSTEMS		
NONE FOR THIS PAY GRADE		
L. MAINTENANCE MANAGEMENT		
NONE FOR THIS PAY GRADE		
V DEDECTION OF THE PROPERTY.		
M. PERFORMANCE AND TRAINING		
9.01 SUBMIT recommended changes to Electronics Technician Advancement Qualifications (QUALS), in writing, to the rating manager per the Enlisted Qualifications Manual, COMDTINST M1414.8.		
9.02 SUBMIT recommended changes to the electronics manual per the Electronics Manual, COMDTINST M10550.25.		
N. SPECIAL AND EMERGENCY PROCEDURES		
NONE FOR THIS PAY GRADE		
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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
DEFINITIONS		
DEMONSTRATE. To show proficiency in accomplishing a task by simulation or actual performance without actual follow through du to safety or efficiency consequences. (Examples: Cardio-Pulmonary Resuscitation)		
DEVELOP. Determining requirements from directives of competent authority, establishing local requirements and preparing directive for compliance.		
EVALUATE. To determine if the results of tests and inspections or other measurements are meeting the goals of the organization or established requirements.		
INSPECT. Examining, testing, measuring or evaluating people, places and things for installation, operation and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.		
INSTALL. Placing a new or modified system or equipment in service in accordance with established procedures, standards, specifications, guidelines and customer desires.		
INSTRUCT. Conveying knowledge and demonstrating skills; then measuring the transfer of those skills and knowledge.		
INVENTORY. The act of physically sighting and counting supplies or property and documenting the results.		
MAINTAIN. All activities which serve to increase the mean time between failure (MTBF) and/or decrease the total time inoperative (TTI) of electronic equipment or systems. (See maintenance philosophy considerations in next section.)		
PREPARE. Planning and gathering information and assembling the information to produce a document (i.e., forms and schedules.)		
SECURE COMMUNICATIONS SYSTEMS. Interconnected electronic equipment containing cryptographic devices and software used for sending and receiving secure voice, data and imagery via radio and landline transmission media.		
UPDATE. Changing directives and inventory records to align them with correct or most recent data.		
VALIDATE. To verify information contained in records and on equipment or supplies is correct.		
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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
MAINTENANCE PHILOSOPHY		
This is a list of logistics support elements as they relate to electronics maintenance programs intended to clarify and definition of the word "MAINTAIN". Not all personnel are required to address all of these items, however all personnel should be familiar with each of the items as they apply to a particular task or duty being performed. In general, the following elements should be considered when performing advancement qualifications whose action is to maintain.		
ET3/ET2 - Configuration, Operation, Planned Maintenance, Corrective Maintenance, and Using Supplies.		
ET2/ET1 - Add Installation Standard, Modifications, Documentation, Procuring Supplies and Training continuing from a hands-on perspective.		
ET1/ETC - Should address all areas from the front-line management perspective in addition to the above.		
ETC/ETCS/ETCM/ELC - Should be conversant in all aspects of electronics installation, operation and maintenance from a program management perspective.		
EQUIPMENT OR SYSTEM (including software) IS PROPERLY CONFIGURED		
 Configuration Management Plus (CMPlus) Equipment as specified in installation authority (Standardization) Current software version as prescribed by the Systems Management Engineering Facility (SMEF) Accountable Item Management (AIM) (Replaces EEIS) Electronics Installation Record (EIR) 		
EQUIPMENT OR SYSTEM INSTALLED		
 Safety requirements Security requirements Installation standards Installation drawings Equipment technical manuals 		
APPLICABLE MODIFICATIONS INSTALLED • Field Changes (FC) • Electronic Alterations (ElectronALT) • Boat Alterations (BoatALT) • Ship Alterations (ShipALT) • Other authority		
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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
DOCUMENTATION UP TO DATE		
• Equipment technical manuals		
• Functionally Oriented Maintenance Manuals (FOMM)		
• Interactive Electronic Technical Manuals (IETM)		
• Operator Instructions		
• Field Change Bulletins		
• Alterations (EALT, BoatALT, ShipALT)		
• CGPMS		
• Navy 3M		
• System block diagrams		
• Functional block diagrams		
Plot Plans		
• Grounding plans		
• Floor plans		
• Equipment elevation plans		
Power distribution one-line diagrams		
• Installation Control Drawings (ICD)		
• Combined Electrical Drawings (COED's)		
• Topside arrangement details		
• Casualty Reports		
• Electronics Casualty Control Folder (ECC) (Afloat required)		
SUPPLIES ON HAND		
Configuration Management Plus (CMPlus)		
Electronics Repair Parts Allowance List (ERPAL)		
Allowance Parts Lists		
• General Purpose Electronic Test Equipment (GPETE)		
Special Purpose Electronics Test Equipment (SPETE)		
Special tools		
Non-ERPAL maintenance materials		
OPERATE THE SYSTEM		
• Functional tests		
• Operational tests		
Electromagnetic Compatibility		
Software running properly		
PERFORM EQUIPMENT OR SYSTEM PLANNED MAINTENANCE		
• Coast Chard Planned maintenance Chatem (CCPMC)		
• Coast Guard Planned maintenance System (CGPMS)		
Navy Material and Maintenance Management (3M) System		
Equipment technical manuals		
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TROUBLESHOOT THE EQUIPMENT OR SYSTEM		
Built In Test Equipment (BITE)		
Automatic Test Equipment (ATE)		
• Functionally Oriented Maintenance Manuals (FOMM)		
• Coast Guard Planned Maintenance System (CGPMS)		
Navy Material and Maintenance Management (3M) System		
Diagnostic software		
Six-step troubleshooting procedure		
• Equipment technical manuals		
Electronics Casualty Control (ECC) Folder		
REPAIR THE EQUIPMENT OR SYSTEM		
• Repair philosophy		
• Organizational		
• Intermediate		
• Depot		
• Micro-Miniature (2M) repair		
Electrostatic discharge control		
TRAINING AND QUALIFICATION		
• Qualification Codes	1	
• Enlisted Advancement Qualifications		
Job Qualification Requirements (JQR)		
Personnel Qualifications Standards (PQS)		
• Resident courses		
Nonresident courses		
• On-the-Job Training (OJT)		
• On-the-ood framing (odf)		
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TECHNICAL REFERENCE LIBRARY FOR ELECTRONICS TECHNICIANS		
Electronics Manual, COMDTINST 10550.25		
Electronics Systems Information Bulletin (ESIB)/T Magazine, COMDTPUB P10550.26		
Electronics Material Identification Manual, COMTINST M4410.5		
Appropriations Purchase Account (APA) Repairable Material, E/GICPINST 4408.1 (series)		
Other Directives as listed in the Directives, Publications and reports Index (DPRI)		
One technical manual for each item of test equipment.		
Two technical manuals for each assigned equipment.		
National Electric Code, NFPA 70		
National Lighting Code, NFPA 78		
Shrader's Electronic Communications, McGraw Hill		
Electronics Installation and Maintenance Books (EIMB)		
General Handbook		
Installation Standards Handbook		
Electronics Circuits Handbook		
Test Methods and Practices		
Reference Data		
EMI Reduction Handbook		
General Maintenance Handbook		
Communications		
Radar		
Sonar		
Test Equipment		
Radiac		
Countermeasures		
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RATING: ELECTRONICS TECHNICIAN (ET)	INIT	DATE
Navy Electricity and Electronics Training Series (NEETS)		
Module Title		
1. Matter, Energy and Direct Current		
2. Alternating Current and Transformers		
3. Circuit Protection, Control and Measurement		
4. Electrical Conductors, Wiring Techniques and Schematic Reading		
5. Generators and Motors		
6. Electronic Emission, Tubes and Power Supplies		
7. Solid-State Devices and Power Supplies		
8. Amplifiers		
9. Wave-Generation and Wave-Shaping Circuits		
10. Wave Propagation, Transmission Lines and Antennas		
11. Microwave Principles		
12. Modulation Principles		
13. Number Systems and Logic Circuits		
14. Microelectronics		
15. Synchros, Servos and Gyros		
16. Test Equipment		
17. Radio Frequency Communications Principles		
18. Radar Principles		
19. Technician's Handbook		
20. Glossary and Index		
21. Test Methods and Practices		
22. Introduction to Digital Computers		
23. Magnetic Recording		
24. Introduction to Fiber Optics		
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